

JOB TITLE: HARBOUR ASSISTANT ITCHENOR HARD
ACCOUNTABLE TO: DEPUTY HARBOUR MASTER
TEAM: HARBOUR TEAM
LOCATION: HARBOUR OFFICE ITCHENOR
SALARY: HOURLY RATE £8.82 - £9.32
DURATION: MARCH – SEPTEMBER 2019
HOURS PER WEEK: Weekends and bank holidays

PURPOSE

To provide information and assistance to harbour users, to enforce the Chichester Harbour byelaws. To collect harbour dues, mooring fees and other monies on behalf of Chichester Harbour Conservancy.

DUTIES

- Supervising vessel activity on the Itchenor hard, collecting launching fees, mooring fees and harbour dues and assisting the public
- Undertaking regular checks of the car park
- Monitoring VHF radio and assisting vessels requesting help and information
- Assisting in the routine maintenance and cleaning of the patrol craft and equipment
- Assisting with reception and administration as required
- Responding to calls for assistance from HM Coastguard and South East Coast Ambulance Service
- Assisting visiting/resident vessels and the general public with information about the Harbour and the surrounding area, ie facilities, footpaths, activities etc.
- Any other duties requested by the Harbour Master